

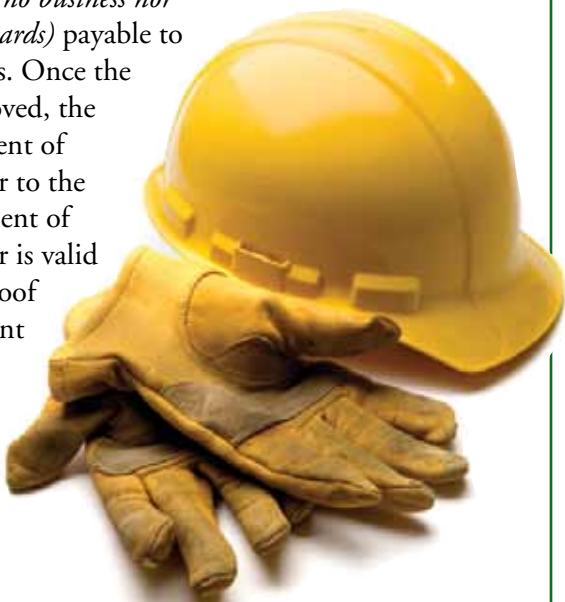


State of Illinois
Department of Human Rights

A Prospective **Bidder's Guide** *to Registering with the* **Illinois Department of Human Rights**

The Public Contracts Unit of the Illinois Department of Human Rights (Public Contracts Unit) enforces provisions of the Illinois Human Rights Act and the Department's Rules and Regulations that apply to public contractors and eligible bidders.

The Public Contract Unit registers entities seeking to establish eligibility status for competitively bidding on state contracts. A prospective bidder can register with the Department of Human Rights by submitting a properly completed and signed Employer Report Form (PC-1; First time applicant or Renewal) and a \$75.00 registration fee in the form of a **certified check, money order or cashier's check** (*no business nor personal checks accepted; no credit cards*) payable to the Department of Human Rights. Once the PC-1 form is processed and approved, the Department will issue a Department of Human Rights Eligibility Number to the prospective bidder. The Department of Human Rights Eligibility Number is valid for five years and demonstrates proof of registration with the Department of Human Rights. A prospective bidder seeking to enter into a contract with the State of Illinois, or any of its political subdivisions, may be required to provide its Department of Human Rights Eligibility Number.



To download a PC-1 form, proceed to: http://www.state.il.us/dhr/Programs/DHR_PBCT.htm and scroll down to First time applicant form or Renewal form, depending on your status, fill it out on line, print it, sign it, and mail with form of payment to:

IDHR - FISCAL UNIT
100 W. RANDOLPH, SUITE 10-100
CHICAGO, ILLINOIS 60601

Prospective bidders who register with the Illinois Department of Human Rights are required to:

1. Refrain from unlawful discrimination in employment and to under take affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
2. Comply with the procedures and requirements of the Department's Rules and Regulations concerning equal employment opportunities and affirmative action;
3. Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request; and
4. Have a written sexual harassment policy.
(A Model Sexual Harassment Policy is available at:
http://www.state.il.us/dhr/Programs/dhr_pbsx.htm)

The Department may conduct an audit to enforce compliance with these obligations.



For More Information Contact:

The Illinois Department of Human Rights
Office Hours: Monday through Friday 8:30 a.m. to 5:00 p.m.
www.state.il.us/dhr • (866) 740-3953 (TTY)

In Chicago:

James R. Thompson Center
100 West Randolph Street,
Suite 10-100
Chicago, IL 60601
(312) 814-6200

In Springfield:

222 South College St.,
1st Floor
Springfield, IL 62704
(217) 785-5100

In Marion:

2309 W. Main St.
Marion, IL 62959
(618) 993-7463

Questions? email: IDHR.PublicContracts@illinois.gov